Your Teacher's Green Sheet for Java Programming

Class Rules:

1. Take advantage of resources

   • Use your binder, web resources, and the online schedule frequently. You should be developing your own Java Manual (your binder) that will include **your** programs, **your** notes, and handouts given to you in class. DO NOT PUT OTHER PUBLISHED MATERIAL OR OTHER PEOPLES' PROGRAMS IN YOUR BINDER. This is an open-note class!

   Schedule and Web Resources: _____

   • Use class time appropriately to complete class objectives, learn skills, and participate. No food, music players, or cell phones allowed in class. If you need to drink water, you may do so only in the classroom doorway.

   • Much of class time is work time, so most "homework" will be completed in class. Use time efficiently by planning ahead, working around problems, discussing problems with peers, and asking your teacher for assistance.

   • Come to tutorial, or office hours for extra assistance, to PLAN AHEAD prior to absences, and even check your work! Join a Comp. Sci. club (there are typically about 5 on campus) if you'd like to learn more and try some cool apps!

   Tutorial: _____   Office Hours: _____

   Class website: _____   E-mail (turning in assignments): _____

   Clubs: *typically every day except Tuesday at lunch in E203 and Thursday at lunch in A103 (5 different tech clubs)*

   • All assignments in this class are independent except some group activities. DO YOUR OWN WORK! Always plan ahead (pseudocode and documentation) and thoroughly understand your code. Your teacher may ask you questions about your work to determine your grade. DO NOT USE CODE NOT TAUGHT IN CLASS.

   • Some Rules about computer use:

   i. Back up your computer files regularly by e-mailing via SquirrelMail; computers are not always functional. There is no printer connected directly to your lab computer.

   ii. Computers are to be used with the utmost respect. **Any mishandling or inappropriate use, including use that indicates intent to damage, change hardware or software (including moving cables, power sources, mice, keyboards, importing new text editors), alter global parameters that could affect other users, or digital communication with other users, is unacceptable. This behavior may result in expulsion from class with 'F.'**

   iii. Notify your teacher if the computer "behaves" abnormally. **You are not allowed to turn anything on/off other than the monitor.**

   iv. Your computer accounts are semi-private and not 100% secure. Never give out your password to anyone and **ALWAYS log out**. Your teacher has access to your accounts including e-mail and command-line history. She may log into your account to grade your programs. Suspicious or inappropriate use may result in expulsion from class with 'F.'

   v. No programs should reference explicit material associated with violence, sexuality, or illegal activity. **You are not allowed to use SquirrelMail to import games or other peoples' programs to your account.**

   vi. Your full attention will be requested and expected several times in class; use of a computer during this time may result in you not being allowed to use the computer for the remaining class period.

   vii. Never modify the behavior of your computer such that it will impact the next student using it. Do not touch another person's computer except your own.

   viii. Use of software to deliberately access areas beyond your personal account (e.g. root, bash), deliberatively changing system performance, or deliberately causing systems to crash or become overloaded may result in expulsion from class and denial of a computer account at MVHS.

   ix. You are not allowed to use your mobile computer (laptop, tablet, phone) in class unless your teacher gives you permission daily.

   • You may ask others for advice and assistance, but you are responsible for all work that you submit. ALWAYS acknowledge the sources of ideas that are not your own, in a full bibliographic format. NEVER use the words of someone else. Under no circumstances should any of your work be plagiarized, with common variable names and initial values, identical structures and layout, or other likenesses that are not reasonably justified (ask your teacher if you have a doubt).

   i. **Do not use methods, classes, or terms in your programs that have not been taught in class.** If you receive help from another programmer who provides a new method not known to you, and you cannot reason how to NOT use this method in your code, please see your teacher.

   ii. Correct citation must always include a full bibliography. Use the guide in your planner or http://citationmachine.net to assist you in doing this. Include this citation in documentation at the top of your program.

     iii. School and district policies on plagiarism, academic code violations, and technology use are upheld in this class. The extremes are: First offense= zero on assignment and 10% reduction in class grade, second offense = expulsion from class with 'F.' Offenses are cumulative across ALL of your courses.

     iv. You are not allowed to work with others on most assessments (individual quizzes, tests, final). Cheating is punished the same way as plagiarism, according to school and district policy. There will be no warnings about cheating; you are guilty upon suspicion in this class. To avoid suspicion, do not

1. Communicate in any way with others during an assessment.
2. Share resources (like calculators, erasers) with others during an assessment.
3. Make your paper or other tools visible to others during an assessment.
4. Look at other students or their papers/supplies during an assessment.
5. Make noises to draw attention to yourself during an assessment.
6. Provide specific tips, questions, or answers about assessments to peers before all students have had the opportunity to complete the assessment report. Upon being asked for assistance, best responses are "I don't know," "Use the book / notes and look it up," or "Ask Your Teacher."
7. Provide others with your digital files or allow others to read and copy portions of your files.

2. Stick to the schedule

- Come on time and attend for the full class period. Ten cuts OR ten tardies = expulsion from class.

- Deadlines are the same for EVERYONE, regardless of if you are tardy or absent to class. If you would like an exception to this rule, you must request this exception in person or writing, at least two school days (48 hours) before the deadline. Your teacher <u>is</u> notoriously generous but <u>is not</u> notoriously forgiving, regarding this rule. The only global exception is if you are unexpectedly absent due to illness or emergency; your work is due immediately upon return, and you must make up missed assessments immediately upon return <u>to school</u>, unless you make other arrangements with your teacher via e-mail.

- You are permitted **2 late passes for 1 day late** (each), applied to each semester. Your teacher will keep track of these for you; indicate when you would like to use each by writing "late pass" at the top of the assignment when it is turned in.

3. Be organized

- Use a 1-inch 3-ring binder for notes, handouts, and scratch paper, and always bring this to class with a writing implement. Optional supplies include a highlighter, colored pen, and simple calculator. Bring to class on test days a blue or black non-erasable pen.

- Keep track of your stuff! It is your responsibility to keep track of your supplies, as well as submit them on time and retrieve them after they have been graded. If you e-mail the wrong program or send it unclearly (from an unknown e-mail account without a clear subject heading), you may receive no credit for this assignment.

- Check your grades regularly and report to your teacher any concerns/issues immediately.

Grading policies:

- Your grade is weighted according to the following equations:

Let e = Exam Component (30%)   Let k = Classwork/Homework Component (30% or 20%)

Let f = Final Component (15%)   Let g = Game in Three Weeks Project (15%)

Let p = Participation and Group Quiz Component (5%)   Let z = Quiz Component (20% or 15%)

Semester 1: $30e + 30k + 5p + 15f + 20z$ = total grade   Semester 2: $30e + 20k + 5p + 15f + 15g + 15z$ = total grade

- No assessments will be curved.

- There are no make-ups for assessments you did poorly on.

- Late work? Use a late pass OR receive 20% reduction in total possible points per day late, beginning on the day it should have been turned in on time. After 3 school days (NOT necessarily class days), the assignment will be worth 0.1 points only.

- Unexcused absences or tardies may result in no credit for assignments/assessments.

- If you have an unexpected, excused absence, you must make up in-class assessments (quizzes, tests, finals, and required labs) the day you return TO SCHOOL. After this initial day of return, the total possible points for this make-up reduce by 10% each school day for up to 3 days. ONLY IF you arrange for a make-up ahead of time, you may have up to 3 days to complete the assessment.

- You will be permitted the option of earning extra credit as long as you are not missing 5 assignments and have not had an academic code violation. Your teacher may opt to drop the lowest quiz if you are eligible for extra credit.

- If your second semester grade is at least 2 letter grades better than your first semester grade, as long as there were no academic violations, your teacher will increase your first semester grade by one letter. For example:_____